

Airman Education and Commissioning Program FY 2009 Newsletter



This Newsletter is effective **18 Jul 2008** for FY 2009 Applications.
This Edition Supersedes All Previous Airmen Education and Commissioning
Program (AECF) Newsletters

New for FY09: Read the entire newsletter, it has totally changed.

This newsletter emphasizes academic eligibility requirements, but applicants must meet all eligibility requirements.

1. **General:** The Airman Education and Commissioning Program (AECF) offers active duty enlisted personnel the opportunity to earn a baccalaureate degree in high-need academic majors as identified by the Secretary of the Air Force. AECF students will complete their degree at a college or university with an AFROTC detachment or a cross-town agreement then attend Officer Training School (OTS) and commission as a Second Lieutenant upon completion of OTS. Nursing students will commission after passing the NCLEX and then attend Commissioned Officer Training (COT) before going into the Nursing Transition Program. HQ AFROTC selects the applicant and administratively assigns them to the AFROTC Detachment at the college of their choice. Tuition and fees must not exceed \$15,000 per year. The AECF student's military job is to go to school full-time for 12 to 36 months. An AECF student attends school year-round, to include summer terms. AECF is not an avenue for undergraduate flying training.

2. **Deadlines:**

a. **Application Deadline:** Application packages must be mailed to HQ AFROTC/RRUE, 551 East Maxwell Blvd, Maxwell AFB, AL 36112-6106 **postmarked NET 1 February 2009 and NLT 15 February 2009**. Base Education Offices will assist applicants with their education packages.

b. **Waiver deadline:** Waiver packages must be mailed to HQ AFROTC/RRUE, 551 East Maxwell Blvd, Maxwell AFB, AL 36112-6106 **postmarked NET 6 December 2008 and NLT 6 January 2009**. Contact your base education office or review the website for waiver issues.

2. Contact Information

a. Applicants: Your first step in the process is contact your local Base Education Office (BEO) or review the AFROTC website at <http://www.afoats.af.mil/AFROTC/EnlistedComm/AECP.asp>.

b. Academic Evaluation Issues: You must contact your base education office for assistance in academic planning for the AECP Program. If any additional planning is required, contact your gaining AFROTC Detachment UAO.

c. General: The Base Education Office will be your primary source of information and guidance for issues related to the AECP program. You are responsible for gathering your academic information, providing timely information, and securing the necessary signatures. The education office will assist the you by reviewing all coursework and academic planning, as well as, completion of the AFROTC IMT 56.

3. Base Education Office Support

a. Counseling Applicants: Applicants need to build their application based on the degree they wish to pursue and the college they plan to attend. Therefore, when counseling an applicant, ensure they pick an institution that offers their planned degree and has an AFROTC Detachment on campus or as a cross-town school. Once accepted and PCS to detachments, change of schools is NOT permitted.

b. Records Review Process:

1) Paragraph 7 lists standards required for program eligibility and these are not waivable. As a guidance counselor, it is your duty to ensure the applicant meets or exceeds these standards.

2) The application process involves both academics and personnel issues. An applicant may be academically sound, yet for personal reasons they may not be acceptable. Age, civil involvement, and bonus waivers may affect an applicant, thus it is imperative that these issues be resolved early.

3) It is extremely important that the applicant have the correct academic background, thus a complete review of the applicant's transcripts is necessary. Reviewing transcripts can be difficult, so care is needed to ensure applicants have the appropriate prerequisite classes and for computing the grade point average (GPA). **AECP counts all grades (see Para 5f) regardless to undergraduate or graduate coursework.**

4. AFROTC Detachment Support:

a. General: The AFROTC Detachment supports the AECP program just as it supports other active duty personnel attached in student status. Prior to the AECP board, students should contact the detachment to ask general questions about the college, admission requirements and for assistance in completing the AFROTC Form 48 Academic Plan.

b. AFROTC FORM 48 ACADEMIC PLAN--Enlisted Commissioning Program

Electronic Version: This form is critical to an applicant's acceptance into the AECP program. Each detachment must ensure it is completed for the degree the AECP applicant has applied for and is approved by the AFROTC Detachment Commander and the department chair (or their representative) at the university. AFROTC Detachments must also ensure the applicant's degree plan is not longer than 36 months (6 semester terms) or less than 12 months (2 Semester terms). The form located at <http://www.afoats.af.mil/AFROTC/EnlistedComm/form48poc.asp> is the **only** acceptable version for the AECP program. **Do not use the university Form 48!**

5. AECP Information for All Majors

a. General: The AECP program covers three general areas of study: Technical, Nursing, and Foreign Languages/Area Studies. See the respective areas of study below for an in-depth discussion of the majors and their particular academic requirements. **Approved majors vary from year to year and all personnel need to check the HQ AFROTC AECP website for the latest data.**

b. Personnel Eligibility Requirements: Personnel related guidelines are outlined on the website. These include age restrictions, Air Force Officer Qualification Test requirements, time on station, time in service, physical fitness scores, and civil or military involvements including non-judicial punishment. You must meet all personnel requirements or receive a waiver in order to meet the AECP board.

c. Academic Eligibility Requirements: All AECP majors have specific criteria, which this Newsletter addresses later; however, each AECP major requires the following:

- 1) A cumulative GPA of at least 3.00 on a 4.0 scale, see Para 5f (**not waiverable**).
- 2) Air Force Officer Qualifying Test (AFOQT) scores of 15 or more on the Verbal scale and 10 or more on the Quantitative scale. NOTE: AFOQT scores may be waiverable for those who have taken the test twice and failed both times. Statistical records, posted in section 11 below, indicate that very few AECP applicants are selected with scores less than 45 in each of these categories.
- 3) Be admitted to a program of instruction approved for AECP. The applicant must have a letter of admission to the school, college, or program of instruction signed by the department chair, or their representative, that specifies admission for the purpose of studying the AECP major listed in block 7C of the AF IMT 56 and the Fall year.
 - (a) **A general letter of admission to a college or university is not acceptable.**
 - (b) If the institution does not provide a **specific program admission letter**, a general admission letter and a letter from the department chair indicating the applicant is acceptable to start coursework leading to the degree identified in Section 1, block 7C, of the AF IMT 56 is acceptable.

- 4) All required AECP academic coursework must be completed by 31 December 2008. See the particular program requirements in Sections 8, 9, and 10 below.
- 5) All applicants must complete at least 30 semester hours of **graded college coursework** by 31 December 2008 from a **regionally accredited** college or university (**not waiverable**).

d. Application Process: The applicant will prepare an Application Folder for HQ AFROTC/RRUE with assistance from your Base Education Office.

1) AECP Application Folder General Information:

- (a) Overall program guidance and application process instructions can be found at <http://www.afoats.af.mil/AFROTC/EnlistedComm/AECP.asp>
- (b) For questions on preparing the personnel folders, please review the guidance at http://www.afoats.af.mil/AFROTC/EnlistedComm/AECP_Apply.asp.

2) AECP Application Folder Organization and Required Documents:

- (a) Use a **standard, letter-size, file folder** and attach a name label to the back page, left hand side of the file folder. The name label will be in this style and have the information in the example below:

**DOE, BILLY R., SSgt
Electrical Engineering
AECP (FY 2009)**

- (b) The documents for the AECP Application Folder are:

1. The original AF IMT 56.
2. Official college transcript(s) from every college ever attended. **(Do not send a copy, fax, or grade reports)** Official CCAF transcript. **(Do not send a copy or fax)**
3. A letter of admission to the school, college, or program of instruction signed by the department chair or his or her representative that specifies admission for the purpose of studying the AECP major listed in block 7C of the AF IMT 56.
4. AFROTC FORM 48 with coordination and approval documentation from the AFROTC Detachment and the college.
5. A dated letter indicating current college coursework **not** recorded on the applicant's college transcripts, or recorded on the AFROTC FORM 48. (if applicable)

6. Copies of all waivers submitted.

7. Defense Language Proficiency Test (DLPT) score, if applicable.

3) Mail AECP Application Folder to HQ AFROTC/RRUE, 551 East Maxwell Blvd, Maxwell AFB, AL 36112-6106 to arrive **postmarked NET 1 February 2009 and NLT 15 February 2009.**

e. Transcripts: All coursework must appear on an “official transcript” or “official issued to student transcript” from a regionally accredited college or university. Transcripts marked “unofficial”, copies of transcripts, faxes of transcripts, and grade reports are not acceptable. **Transcripts from nationally accredited colleges or universities are not acceptable.** The applicant’s AECP Application Folder will contain the **original** transcript(s) for review. If the applicant is not academically eligible, HQ AFROTC will return the applicant’s Application Folder with the official transcript(s) to the BEO.

f. Calculation of Grade Point Averages (GPAs): Block 24 of the AF IMT 56 (page 5), outlines how to compute the GPA. The AECP board uses the 4.0 GPA grading scale where A=4 points, B=3 points, C=2 points, D=1 point, and E/F=0 points. Round any grades with a “+” or “-” up or down. That is, a B+ is recorded as a B and a B- is a B. Multiply the numbers of hours taken in each course by the grade points above then add them all together, divide by the total number of hours to compute your GPA. You must convert all quarter hours into semester hours. Please contact the Base Education Office for assistance.

1) In addition, compute the GPA using coursework marked as “Withdrew Failing” and all “D’s” and “F’s,” even if the course is retaken and the school does not compute the first grade. A “Withdrew Failing” grade counts as a failure when computing the GPA. Incomplete grades may be held for one year, after which they count as a failure.

2) Courses in physical education and other ancillary courses, such as drawing, piano, and high school refresher or remedial coursework will **not count toward the required 30 semester hours** for any AECP major. **However, we will calculate these courses into the overall GPA and if required into the science and nursing GPA.**

g. College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Excelsior College Examinations (ECE), or Advanced Placement Tests (APT): These tests are acceptable and can be applied as specified below under each major. The applicant must show on the AFROTC IMT 48 that the college will accept and grant credit for these classes toward their degree. The tests **may not** be used for Science, Mathematics, or Nursing classes being applied to the Technical and Nursing majors. **In addition, a successful test does not preclude the need for 30 hours of graded college coursework (i.e., even though the applicant has earned credits, the applicant must still have 30 hours of graded college coursework). If you have questions about the CLEP/DSST/APT/ECE credits, please contact your BEO.**

h. Non-Applicable Credit: Credits or transcripts from nationally accredited, rather than regionally accredited, schools are not acceptable, and these grades will not be calculated into any GPA's or applied to any AECP semester hour requirement.

i. AFROTC FORM 48 ACADEMIC PLAN--Enlisted Commissioning Program

Electronic Version: This is a HQ AFROTC form where you will record all courses required to complete your degree. Do not post less than 12 hours (full time student) or more than 18 hours of coursework per term on the AFROTC FORM 48 (exceptions: summer term or last semester). Record all approved transfer credits from previous college coursework. The AFROTC Detachment and the institution must review and concur with the AFROTC FORM 48. HQ AFROTC is the approving authority for the AFROTC FORM 48.

j. Distance Learning Coursework: To support the needs of airman TDY, deployed, or remotely assigned, the AECP applicant may use distance learning coursework from any **regionally accredited college and university and accepted by attending school.** The local base education office will review and assure the applicant is taking appropriate distance learning classes. When in the program, only one distance learning course per semester is allowed.

k. Desired Degrees on AF IMT 56: The applicant will select and record **one** major in block 7C of the AF IMT 56.

l. AECP Planning and Consultation: Contact the institution and the AFROTC Detachment at the college you want to attend **as soon as possible** and work with them on getting admitted to their university. Building your degree with the Detachment consultation will improve your chances of selection. For assistance, contact your local Base Education Office.

m. Definitions:

1) **AECP School:** This is the college, university, or institution where the applicant will enroll once selected. It must be regionally accredited and at a college or university with an AFROTC Detachment or a cross-town agreement.

2) **AECP Major:** This is the major field of study posted in block 7C of the AF IMT 56.

3) **Applicant:** This is the airman applying for the Airman Education and Commissioning Program (AECP).

4) **Course Hours:** When referring to hours or course hours we refer to semester hours (unless otherwise noted). If you are attending school that is on a quarter hour calendar, you must convert your quarter hours to semester hours.

5) **Quarter Hour:** A quarter hour is a unit of credit that a college uses to define its school calendar. A quarter hour equals .6667 semester hours.

6) **Semester Hour:** A semester hour is a unit of credit that a college uses to define its school calendar. One semester hour equals 1.5-quarter hours.

7) **Transcripts:** A transcript is a document that officially records coursework completed at a **regionally accredited** college or university.

6. **AECP Technical Major**

a. **General:** The AECP technical major is a 12 to 36 month AECP program that allows qualified airman to pursue a Bachelor of Science or Arts degree in computer science, mathematics, meteorology, physics, or an ABET accredited engineering degree (Accreditation Board for Engineering and Technology). See <http://www.abet.org> for a listing of acceptable undergraduate engineering majors. ***HQ AFROTC does not accept any engineering technology programs as technical majors.***

b. **Academic Requirements for the AECP Technical Major:** The applicant is required to have completed:

1) **Calculus:** The AECP technical major requires two semesters (or quarters equivalent) of Calculus. Applicants ***may not*** apply test credits toward calculus coursework. An acceptable calculus class is one generally described as covering limits, derivatives, integrals of algebraic, exponential, logarithmic, and trigonometric functions of one real variable with applications to natural science, and may include techniques of reasoning and integration, approximations, application of integration, infinite series, and improper integrals. Calculus courses titled "Calculus for Business and Social Science," "Pre-Calculus," or similar named calculi are ***not acceptable*** for the AECP technical major. ***Calculus courses must appear on the AFROTC Form 48 as completed and recorded with a grade of C or higher.***

2) **Science requirements:** The applicant needs two semesters (or quarter equivalent) of a **calculus-based** physics with lab **or** two semesters (or quarter equivalent) of a **scientific** chemistry with lab **or** a semester of a **calculus-based** physics with lab and a semester of a **scientific** chemistry with lab. Applicants ***may not*** apply test credits toward science coursework. ***These courses must appear on the AFROTC Form 48 as completed and recorded with a grade of C or higher.***

(a) **Calculus-based Physics** with lab is highly recommended, particularly for engineering, meteorology, and physics majors.

(b) **A Scientific Chemistry** with lab will satisfy the science requirement. The course description for this type of chemistry is one that offers fundamental laws and principles in chemistry with topics such as atomic and molecular structures, states of matter, reaction types, stoichiometry, solutions, and thermodynamics. If the course description states this class is for science majors then that too, is acceptable.

7. **AECP Nursing Major**

a. **General:** The AECP Nursing major is a 12 to 36 month AECP program that allows qualified airman the opportunity to pursue a Bachelors of Science in Nursing (BSN)

degree. All applicants must seek enrollment at a college of nursing accredited by one or both of the following accrediting bodies: the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). To determine if a college is accredited, please check the following websites:

<http://www.nlnac.org/home.htm> or <http://www.aacn.nche.edu/Accreditation>.

b. Academic Requirements: Must have completed two semesters (or quarter equivalent) of anatomy and physiology; three or four semesters hours (or quarter equivalent) of Microbiology, and at least 4 semester hours (or quarter equivalent) of chemistry with Lab with no grades less than a C. ***These courses must appear on the AFROTC FORM 48 as completed and recorded with a grade of C or higher.***

c. Nursing Major Guidance:

1) Science courses, especially courses like chemistry designed for those pursuing a nursing or medical career are recommended. In addition, the Nurse Corps encourages Nursing applicants to take as many prerequisite nursing courses as possible.

2) CCAF credits are not accepted; however, the CCAF transcript will be sent with the AECP Folders.

3) Some schools list "Anatomy and Physiology" as one course and other schools separate the courses into "Anatomy" and "Physiology". Either sequence is acceptable as long as two semester are completed.

d. USAF NURSE ENLISTED COMMISSIONING PROGRAM (NECP): **Please note that HQ AFROTC/RRUE is not the POC for this program.** The NECP information is listed at

<https://kx.afms.mil/kxweb/dotmil/kj.do;jsessionid=7C2E37201FFA8D95A640E82419A2DDB5?functionalArea=AFNursingServices>

8. AECP Foreign Area Studies and Foreign Language Majors

a. General: The Foreign Area Studies and Foreign Language majors allow airman to pursue a 12 to 36 month AECP program in either an approved foreign area studies or foreign language major. A foreign area studies major is a field of study that provides a broad academic background with a regional focus in the social, political, economic, and cultural aspects of a particular area of the world. A foreign language major develops the language and cultural skills necessary for the graduate to function effectively in intercultural and international work environments. ***The needs of the Air Force vary from year to year and the FY08 majors may be affected by reviews conducted by the Air Staff.***

b. Academic Requirements: Must have completed 12 semester hours (or quarter equivalent) in the foreign language of instruction. ***These courses must appear on the AFROTC FORM 48 as completed and recorded with a grade of C or higher.*** Foreign language proficiency is required for all of the Foreign Area Studies and Foreign Language Majors. The applicant may demonstrate proficiency by providing a Defense

Language Institute transcript with language credits that apply, or supply a Defense Language Proficiency Test (DLPT) to satisfy the foreign language requirements with a score of two (2) or higher in the reading and listening categories. **The DLPT score will be attached with the other documents to the AECP Application.** If supplying DLPT to satisfy foreign language requirement, **the applicant needs to supply a DLPT Score Report dated within 180 days of 1 April 2008.** In addition, **the AFROTC FORM 48 should record all foreign language credit received from the college using a language test. The 12 semester hours or DLPT equivalence is not waivable.**

c. Approved Majors: The foreign area studies and foreign languages majors are determined annually by the Air Staff. The approved foreign area studies and foreign languages for FY 08 are:

- 1) **Foreign Area Studies** in Middle East, Africa, Asia, and Russia/Eurasia. Area Studies majors include a requirement for foreign language courses within the chosen region of study. Academic eligibility for the foreign area studies major requires a background in one of the languages listed in paragraph 10.b.(2) below.
- 2) **Foreign Language majors** are Arabic, Chinese, Persian, Russian, Hindi, Pashto, Armenian, Georgian, Azeri, Kazakh, Indonesian, Swahili, Hebrew, French, and Turkish.
- 3) **The applicant must apply for a foreign area studies or foreign language major based on the applicant's academic eligibility.** HQ AFROTC will determine which foreign language is acceptable for the AECP foreign area studies and foreign language majors. **Foreign language courses or college credits must appear on the AFROTC FORM 48 as completed and recorded with a grade of C or higher or the applicant needs to provide a DLPT Score Report dated within 180 days of 1 April 2009.**

9. AECP Board Results from 2005 to 2008

The following historical data can be used to determine how competitive you may be for selection; however, these results are not predictive of future board results.

AY 08 – Applicants by Major

	Technical	Nursing	Liberal Arts	Total
Total Applicants	33	18	8	59
Boarded	33	18	8	59
Selected	28	13	7	48

AY 08– Applicants Statistical Averages

	Overall GPA	GPA Technical	GPA Nursing	Liberal Arts	Age	AFOQT V/Q
Applicants	3.48	3.48	3.51	3.46	27	58.5/70.3
Selected	3.54	3.56	3.54	3.53	26	61.9/73.1

AY 07 – Applicants by Major

	Technical	Nursing	Liberal Arts	Total
Total Applicants	31	29	8	68
Boarded	25	22	4	51
Selected	17	5	1	23

AY 07– Applicants Statistical Averages

	Overall GPA	GPA Technical	GPA Nursing	Liberal Arts	AFOQT V/Q
Applicants	3.45	3.63	3.32	3.46	55/59
Selected	3.63	3.65	3.54	3.73	61/74

AY 06 – Applicants by Major

	Technical	Nursing	Liberal Arts	Total
Total Applicants	43	29	22	94
Boarded	43	29	22	94
Selected	35	21	18	74

AY 06– Applicants Statistical Averages

	Overall GPA	GPA Technical	GPA Nursing	Liberal Arts	Age	AFOQT V/Q
Applicants	3.46	3.46	3.42	3.52	27	64/72
Selected	3.57	3.53	3.59	3.61	26	66/73

AY 05 – Applicants by Major

	Technical	Nursing	Liberal Arts	Total
Total Applicants	62	21	8	91
Boarded	55	17	8	80 (88%)
Selected	43	16	8	67 (73%)

AY 05– Applicants Statistical Averages

	Overall GPA	GPA Technical	GPA MATH/SCI (Tech)	GPA Nursing	Liberal Arts	Age	AFOQT AA/V/Q
Applicants	3.44	3.64	3.46/3.64	3.38	3.54	27	54/55/53
Selected	3.5	3.56	3.59/3.69	3.50	3.54	27	56/56/54